



**DEPARTMENT OF PUBLIC WORKS
ROAD OPERATIONS DIVISION**

1600 – 13th Avenue South
Kelso, WA 98626
TEL (360) 577-3030
FAX (360) 636-0845

www.co.cowlitz.wa.us/publicworks/

ADOPT-A-ROAD PROGRAM

APPLICATION

Date of Application _____

Contact Person _____

Organization Name _____

Daytime Phone _____ **Evening Phone** _____

Mailing address _____

City, State, Zip _____

E-mail address _____

Are any volunteers below 18 years of age? Yes No (Circle one)
Age range of minors: _____

Approximate number of people participating in litter clean-up effort: _____

Section of road or neighborhood, approximate road mile posts:

Traffic Review (office use only): _____

Approval:

Cowlitz County Engineer Date Road Operations Division Manager Date



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VOLUNTEER AGREEMENT AND CODE OF CONDUCT

The Cowlitz County Department of Public Works, herein after called the “Department” and _____ hereinafter called the “Volunteer Group”, are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance roadside and neighborhood appearance.

The Department does hereby authorize the Volunteer Group to participate in the **ADOPT-A-ROAD Program** by picking up litter, and conducting other enhancement work as specified, within the adopted section of road. By signing below, the Volunteer Group Leader acknowledges that the safety of volunteers is of primary importance and agrees to the following terms and conditions.

The Volunteer Group does hereby agree to:

1. Pick up litter a minimum of two times per year for a period of two years. Additional cleanups may be done as necessary to maintain a neat appearance.
2. Reserve safety kits containing clean up supplies and materials from the Department of Public Works. Program staff will pick up kits at least two weeks before the cleanup, during regular business hours.
3. Conduct activities with safety in mind and comply with the “ADOPT-A-ROAD Safety Rules” (attached to this agreement and incorporated by reference) and any other conditions that may be required by the Department.
4. Designate a Volunteer Group Leader who has viewed the safety training video and will have a copy of the “ADOPT-A-ROAD Safety Rules” with him/her while working on the roadside.
5. Instruct each volunteer in the “ADOPT-A-ROAD Safety Rules” before participating in roadside activities. This may be done using the safety training video or by reviewing the written safety rules with volunteers.
6. Ensure each volunteer signs a Volunteer Informed Consent/Release form prior to their participation in each cleanup.
7. Leave filled trash bags by the roadside for pickup and disposal by the Department and provide the ADOPT-A-ROAD program staff with the specific location of the filled trash bags.
8. Provide the Department copies of the Completion Form and Consent/Release agreement with names and signatures of individual Volunteers in the cleanup within seven calendar days following each and every cleanup activity.
9. Return the safety kits, advance warning signs and unused Department-furnished trash bags to the Department in good condition within two business days following each use. County equipment/resources will not be used for personal use.
10. Report any volunteer injuries occurring during cleanup to the ADOPT-A-ROAD program staff within two working days of the injury.
11. Follow all County rules and policies (including the Workplace Violence Prevention Policy, Unlawful Harassment and Non-Discrimination Policy and Procedures, and the Cowlitz County Code of Ethics) and comply with all federal, state and local laws.
12. Volunteers are not to accept tips, meals, or otherwise accept payment for volunteer work or use the volunteer position to obtain special consideration of any type.



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13. Treat other volunteers, members of the public, and County employees with respect and dignity.

If, in the sole judgment of the Department, the Volunteer Group is not meeting the terms and conditions of this agreement, the Department may terminate the adoption Agreement immediately and remove the group's ADOPT-A-ROAD signs.

The Department does hereby agree to:

1. Provide a safety training video and list of safety rules (attached) to the Volunteer Group Leader prior to the first cleanup.
2. Furnish the Volunteer Group with safety equipment and trash bags for Volunteers to use during cleanup activities.
3. Remove the filled trash bags from the roadside for disposal.
4. Assist the Volunteer Group in cleaning up litter and/or debris under unusual circumstances (i.e., when large, heavy or hazardous items are found).
5. Furnish and install an ADOPT-A-ROAD sign(s) with the Volunteer Group name or acronym displayed at the assigned area following completion of the first clean-up event.
6. Coordinate, at its discretion, publicity efforts with the Volunteer Group to solicit local media coverage.

Other Considerations, Terms, and Conditions:

- Volunteers shall be 18 years of age or older unless prior approval is granted by the Department as indicated below.
- Minors age _____ and above may participate in clean-up events: YES _____ NO _____
- If participation of minors is approved, one supervising adult must be present for every four minors during cleanup events.
- Volunteers under the age of eighteen must have a Minor Participation Permission form completed and signed by a parent or guardian prior to participation in the program. The Volunteer Group Leader shall collect and keep these forms on file. The County shall be provided with copies.
- It is recommended that the Volunteer Group have at least one person on the crew with a valid First Aid Card during Clean-up activities.
- It is also recommended that the Volunteer Group have a cellular phone or radio on site in case of emergency.
- Recycling is an accepted and encouraged activity. Volunteer groups are responsible for taking recyclable materials to transfer stations.
- The Department is authorized to suspend this Agreement temporarily if road maintenance and/or construction is required within the limits of the assigned area. Once these activities have been completed the Volunteer Group will be notified and the Agreement restored.
- This Agreement is not assignable or transferable, either in whole or in part.
- The term of this Agreement shall commence on _____ and shall be renewed every two years unless terminated by the Department or the Volunteer Group. Upon termination of this Agreement, the ADOPT-A-ROAD sign(s) shall be removed and remain the property of the Department.



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Volunteer Group Informed Consent Release

On behalf of _____, Volunteer Group, I have read the terms and conditions for participation and reviewed the ADOPT-A-ROAD safety training video, and I agree and acknowledge the following:

1. Volunteers in this program are under the control and supervision of our group and not Cowlitz County. Our organization will evaluate all Volunteers to determine that they are suitably responsible individuals who will abide by the ADOPT-A-ROAD Safety Rules and use due care and caution while participating in this cleanup program.
2. Each Volunteer will be instructed in the ADOPT-A-ROAD safety rules prior to participation in the program.
3. The Volunteer Group Leader will conduct a safety briefing for all volunteers prior to each cleanup event.
4. Volunteers recognize that this program will expose them to traffic along roadways, as well as other potential hazards. It is the Volunteer Group's responsibility to provide the Department with a copy of the ADOPT-A-ROAD Volunteer Informed Consent/ Release form with names and signatures of individual Volunteers in the cleanup within seven days following each and every work activity.
5. The Volunteer Group and its volunteers, collectively and individually, agree to release and forever discharge Cowlitz County, its officers and employees from all claims, action, or damages of every kind and description which may accrue to or be suffered by any volunteer by reason of their participation in the ADOPT-A-ROAD Program or any of its activities in which they participate.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR VOLUNTEER GROUP, AND CONSENT TO ITS TERMS.

VOLUNTEER GROUP LEADER

COWLITZ COUNTY

Signature Date

Signature Date

Print Name

Print Name

Organization

Road Operations Division

Organization



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SAFETY RULES

Volunteers in the **Cowlitz County ADOPT-A-ROAD Program** must comply with the following **ADOPT-A-ROAD Safety Rules**. The following list is not all inclusive and is not a substitute for common sense; volunteer group leaders and volunteers agree to make safety the first priority during **ADOPT-A-ROAD** cleanups.

- Wear the provided safety hat and vest at all times.
- Be prepared for any unexpected behavior of motorists. Never assume a driver sees you.
- Clean only one side of the road at a time and walk facing on-coming traffic. Place the “Volunteer Litter Crew Ahead” warning sign facing traffic at the start of the section of roadway being cleaned.
- Do not stand or jump on guardrails, drainage pipes or concrete walls.
- Never enter the roadway to pick up trash.
- Do not wear headphones.
- Do not use, possess or be under the influence of alcohol or illegal drugs at any time while participating in program activities.
- Do not handle hazardous materials such as car batteries, petroleum products and chemical spills, heavy or unwieldy objects, dead animals, broken glass, needles and drug paraphernalia, or any unidentified questionable items. Such items should be reported to the ADOPT-A-ROAD program staff as soon as possible and post a provided flag at the site. If it is an emergency, please call 911.
- Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- Be supplied with a first aid kit provided by the Department.
- Notify Volunteer Group Leader of all known allergies and any physical infirmities prior to participation.
- Avoid overexertion and heat related problems by drinking water and taking breaks.
- Carpool to the litter pickup site and pull vehicles as far off the side of the road as possible. Vehicles should never be parked on the traveled portion of the roadway.
- Wear long sleeves, long pants, thick-soled shoes or boots and gloves.
- Perform cleanup activities only during daylight hours and when weather is conducive to good visibility.
- Avoid peak traffic hours and extreme inclement weather conditions.
- Stay clear of all construction areas.
- Avoid all horseplay or demonstrations of any nature. Do not distract drivers.
- Be careful of contact with poisonous plants, stinging insects or stray/wild animals.
- Report all accidents or injuries to the Volunteer Group Leader immediately.

If you have any questions, please contact the ADOPT-A-ROAD program staff at (360)577-3030.



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MINOR PARTICIPATION PERMISSION

This form must be completed for each volunteer under 18 years of age prior to participation in the program and kept on file by the Volunteer Group Leader.

Organization Name _____

Name of Minor _____

Address _____

City _____ **Zip** _____

Parent Contact Number _____

Volunteers are informed and acknowledge being advised that working adjacent to a roadway can be a hazardous activity which can cause bodily injury and or property damage. Volunteers agree they shall exercise due care and caution in performing litter pick up activities, Volunteers further acknowledge they have received safety instruction that includes review of the **ADOPT-A-ROAD Safety Rules** prior to participating in any cleanup activities.

Volunteers shall wear the safety hat and vest furnished by the Department, and appropriate protective clothing during cleanup activities.

By signing below I certify that:

- The above named minor child is participating under control of the volunteer group and not Cowlitz County.
- I understand and agree that the above named minor child will abide by the **ADOPT-A-ROAD Safety Rules**.
- I agree to release and forever discharge Cowlitz County, its agents, employees and officials from any and all liability whatsoever for damages or injury resulting from participation in this program.

PARENT/LEGAL GUARDIAN PERMISSION AND ASSUMPTION OF LIABILITY

As Parent/Legal Guardian I, (print name) _____ hereby grant my permission for the above named minor child to participate in the ADOPT-A-ROAD program. I acknowledge, agree and understand that said participation involves risks and inherent dangers that may cause injury and/or death. On behalf of myself and the minor child above I agree to release and forever discharge Cowlitz County.

Signature

Date

EMERGENCY MEDICAL TREATMENT AUTHORIZATION

As Parent/Legal Guardian of the above minor child volunteer I, (print name) _____ authorize qualified emergency medical personnel, including a physician and staff, to examine the above named minor child, in the event of injury, and to administer emergency care and to arrange for any consultation by a specialist, including a surgeon as deemed prudent for proper care of any injury. Every effort will be made to contact the Parent/Legal Guardian prior to any treatment.

Signature

Date



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CLEANUP RESULTS

This form is used by the Adopt-A-Road Program to track volunteer participation and perform program audits.
Please remember to always report this information after each cleanup.

Clean-up Date _____

Group Leader _____ Phone _____

Organization Name _____

Road Adopted _____

- Number of volunteers that participated _____
- Number of hours the cleanup lasted _____
- Approximately how many bags of trash were collected _____
- We participated in the recycling program: Yes No (circle one)
- We turned in _____ lbs. of recycling to _____ transfer station.

Were there any unusual incidents or injuries during the cleanup: Yes No (circle one)

If yes, please describe:

Other Comments:
